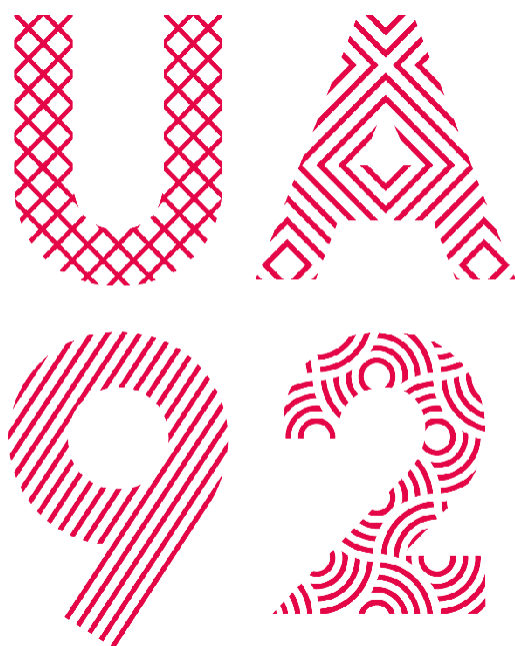




**UNIVERSITY
ACADEMY 92**
MANCHESTER

Student Death Policy and Procedure

Implementation date:

September 2025

Version number:

V.2

<u>Document type</u>		Strategy
	X	Policy
		Regulations
	X	Procedure
		Code of Practice
	X	Guidance
<u>Area of UA92 business</u>		Academic
		Finances
		Governance and Compliance
		Marketing and Engagement
		Operations
		People
		Registry and Quality
	X	Student Life
		Student Recruitment and Admissions
	Other	
<u>Document Name:</u>		Student Death Policy and Procedure
<u>Author:</u>		Head of Student Support
<u>Owner (if different from above):</u>		Head of Student Support
<u>Document control information:</u>		
<u>Version number:</u>		V.2
<u>Date approved:</u>		
<u>Approved by:</u>		UA92 Joint Academic Committee
<u>Implementation date:</u>		September 2025
<u>Review due:</u>		Academic Year 2026-2027
<u>Document location:</u>		Website
<u>Consultation required:</u>		
<u>Equality & Diversity</u>		TBC
<u>Legal considerations (including Consumer Rights)</u>		N/A
<u>Information Governance</u>		N/A
<u>Students</u>		N/A
<u>Employee Engagement Forum</u>		N/A
<u>External</u>		N/A

REVISION HISTORY

Document:	Student Death Policy and Procedure
Implementation from:	September 2025
Review date:	2026/27
Owner:	Head of Student Support

Version	Date	Revision description/Summary of changes	Author
1.1	27 th July 2021	Updating job titles and area categories. Addition of 'apprentices' into policy body.	Student Administration Assistant
1.2	10 th August 2021	Amendment of title to 'Student Bereavement Policy'.	Student Admin Assistant
1.3	August 2023	Updating job titles and responsibilities, including case conference attendees and roles of each attendee.	Counselling & Mental Health Manager
2	June 2025	Title changed to "Student Death Policy" Case conference members and responsibilities updated	Head of Student Support

1. Purpose

Please note that each incident will be different, therefore, this policy/procedure is provided as guidance only, rather than as a set of prescriptive actions.

The purpose of this policy is to:

- 1.1 Identify the action University Academy 92 (UA92) will take in the event of a student death.
- 1.2 Outline the procedure colleagues should follow if they are informed of a student death or if a student death occurs on campus.
- 1.3 Provide general principles and clear lines of responsibility to assist colleagues, students and apprentices who may be involved in UA92's response to a student death.

2. Scope

- 2.1 This policy applies to all current students and apprentices registered on a UA92 course, including students and apprentices who have suspended their studies. For the purpose of this policy, 'student death' refers to the death of any current student or apprentice registered on a UA92 course.
- 2.2 This policy applies to all colleagues at UA92 who may receive information about a student death or may be involved in UA92's response to a student death.
- 2.3 In this policy and procedure, any reference to named UA92 colleagues also includes reference to their nominee and those named may delegate their responsibilities to other appropriate colleagues.

3. Policy statements

- 3.1 Sadly, there may be an occasion when we are made aware of a student death. UA92 is committed to responding in an appropriate and timely manner, demonstrating due sensitivity and understanding and ensuring we consider the practical and emotional needs of all involved and the wider UA92 community of students, apprentices and colleagues.

UA92 Involvement

Document:	Student Death Policy and Procedure
Implementation from:	September 2025
Review date:	2026/27
Owner:	Head of Student Support

- 3.2 The degree of UA92's involvement will depend on the circumstances and cause of a student's death. If a student or apprentice dies on campus or while engaged in a UA92 activity (e.g. in their role as student ambassador at an external event), UA92 will have significantly more involvement initially than if a student or apprentice dies off campus, when emergency services (specifically the police) will play a more significant role (please see Appendix 5.1: 'Flowchart: what to do in the event of a student death' for guidance on how to respond to a student death on and off campus).
- 3.3 A small team of colleagues will be identified, whose responsibility it will be to ensure that information is passed speedily to those who need it and that UA92's response is coordinated.

Receiving Information about a Student Death

- 3.4 If a colleague is given information about the death of a student or apprentice, as well as expressing sympathy and understanding, they should seek to obtain the following information so relevant follow up action can be taken:
- The name, contact details and relation to the student or apprentice of the person providing the information
 - The student's or apprentice's full name
 - The cause of death (this will usually be offered but if not, this information should be requested sensitively)
- 3.5 If the person giving the information is very distressed, information obtained at this point should be minimised to (i) their contact details and (ii) the name of the student or apprentice who has died. It can then be arranged for a colleague to call back at a later time.

Passing on Information about a Student Death

- 3.6 As soon as a colleague receives information about a student death, it is important they pass this information on **immediately**, so that appropriate action can be taken.
- 3.7 Colleagues should email all known information immediately to safeguarding@ua92.ac.uk.

Immediate Next Steps

- 3.8 The Head of Student Support (or nominee) will follow up with the person who reported the student death, if appropriate, followed by the student's or apprentice's next of kin. The responsibility for notifying the student's or apprentice's immediate family will always fall to the police or medical services, as set out in the Coroner's Act 1988. The Head of Student Support should, therefore, check with emergency services that this has happened before making contact with the student's or apprentice's next of kin.
- 3.9 The Head of Student Support should contact the student's or apprentice's next of kin via phone to offer condolences and appropriate support. The family may wish to travel to Manchester and where appropriate, UA92 should seek to assist with accommodation, travel arrangements, parking facilities etc. It would be helpful to allocate a contact person who can meet with and accompany the family, and who can be contactable during their visit. The family should also be asked whether they would like to receive contact and support from a member of our local multi-faith community (to be facilitated by the Head of Student Support or nominee).

Case Conference

- 3.10 The Head of Student Support will convene and chair a case conference to coordinate UA92's response and delegate individual responsibilities and actions. This case conference will take place as soon as is reasonably practicable following notification of the death.
- 3.11 The Head of Student Support will determine membership of the case conference on a case-by-case basis, but this will normally include;
- Chief of Strategy and Student Life
 - Counselling and Wellbeing Manager
 - Director of Student Recruitment and Marketing
 - Head of People Operations
 - Head of Relevant World or World(s)
 - Head of Student Success
 - Registrar
- 3.12 Each attendee at the conference will have a number of responsibilities, which will be agreed and confirmed during the meeting. These responsibilities and time scales will be identified and recorded in the minutes of the conference case. The chair will have further responsibilities, following the meeting, to coordinate and liaise with colleagues to ensure they have taken the agreed actions.

- 3.13 The case conference should continue to reconvene at relevant times

Document:	Student Death Policy and Procedure
Implementation from:	September 2025
Review date:	2026/27
Owner:	Head of Student Support

and as appropriate, to confirm actions taken by each member and to determine any additional actions that may need to be taken moving forward.

Follow Up Actions

- 3.14 At an appropriate time, the family should be consulted on how best UA92 can arrange for the student or apprentice to be remembered i.e. planting of memorial tree, a book of remembrance, charity collection or by other means.
- 3.15 At an appropriate time, the case conference should reconvene to consider the circumstances surrounding the student's death, UA92's approach and any lessons to be learned. This policy and procedure should then be updated as appropriate.
- 3.16 In the event that the death has occurred on campus, a serious incident review will be conducted.

4. Related Documentation

- 4.1 Safeguarding and Prevent Policy
- 4.2 Suicide Safer Strategy
- 4.3 Exceptional and Mitigating Circumstances Policy and Procedure

5. Appendices

- 5.1 Flowchart: what to do in the event of a student death
- 5.2 Guidance re Individual Responsibilities of Case Conference Members

Flowchart: what to do in the event of a student death

Notification of Student Death Off Campus

Head of Student Support to convene a case conference as soon as is reasonably

Inform safeguarding@ua92.ac.uk immediately with all known details



Case Conference to Agree Responsibilities and Actions of Members



Head to Follow Up on Agreed Actions & Reconvene Case Conference if required

Discovery of Student Death On Campus

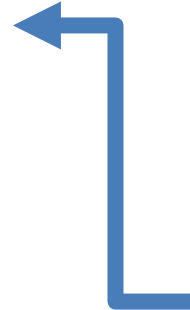
Contact emergency services & UA92 First Aider



Secure the area & ensure all witnesses are taken to a quiet area and provided with appropriate comforts while waiting for emergency services to arrive



Inform safeguarding@ua92.ac.uk immediately with all known details



Handover to Emergency Services (Head of Student Support will be key point of contact for emergency services)

Guidance re Individual Responsibilities of Case Conference Members

The areas of responsibility listed below are to be used as a guide only and roles may be delegated to a nominee or other colleagues, as appropriate. Additional responsibilities may be required, depending on the circumstance surrounding a student's death.

Head of Student Support (Chair)

- Liaise with emergency services and NOK as needed
- Co-ordinate UA92's response; call and chair case conference, follow up with members to ensure all actions have been completed; re-convene case conference as necessary
- Act as key contact, providing regular liaison with family re UA92's response and funeral arrangements
- Liaise with the Police, Coroner's Office, Embassy/Consulate and any other external agencies as appropriate

Chief of Strategy and Student Life

- Maintain oversight and delivery of specific communications to UA92 students and colleagues
- Liaise with SLT and UA92 Board, as needed

Director of Student Recruitment and Marketing

- Assist with specific communications to UA92 students and colleagues
- Draft any required press release and liaise with the media as required
- Monitor social media response

Registrar

- Send letter of condolence and arrange for flowers to be sent to family
- Liaise with NOK on any specific study queries
- Arrange for all student records to be updated
- Process award for posthumous qualification, if appropriate
- Liaise with Head of World re consideration for EMCs for other students if assignment deadlines are imminent
- Send a final letter to family at the appropriate time
- Provide family with advice re financial matters e.g. cancellation of loans from Student Loans Company, reimbursement of overpaid fees if appropriate.

Counselling & Wellbeing Manager (Deputy Chair)

- Deputise for Head of Student Support, when needed
- Ensure offer of pastoral support to affected students, including additional appointments and drop ins, information re bereavement and support agencies, local multi-faith support etc.
- Organisation of critical incident debrief sessions for students and staff where appropriate

Head of Student Success

- If student is living in student accommodation, liaise with accommodation provider to inform them and arrange termination of tenancy, removal of belongings etc., ensure accommodation records are updated
- Arrange transport for any students who wish to attend the funeral, subject to the wishes of the family
- Assist with specific communications to UA92 students

Head of World

- Notify course leader/tutors and other colleagues, liaise with Chief of Strategy and Student Life re informing students
- Arrange further academic student support as required; consider imminent assignment deadlines and provision of extensions via Exceptional and Mitigating Circumstances if appropriate (liaise with Registrar and Secretary re EMCs)

Head of People Operations

- Coordinate comms and support for affected colleagues
- Arrange immediate support for affected colleagues, re- issue information re counselling available via Employee Assistance Programme
- Share details of funeral arrangements with colleagues once known, co-ordinate transport arrangements for colleagues who wish to attend the funeral, subject to the wishes of the family